



# IDEA (Inclusion, Diversity, Equity and Accessibility) Working Group – Terms of Reference v1.2

## Aim

To stimulate, inform and platform good IDEA practice at Youth Music.

## Objectives

The objectives of the IDEA Working Group are:

- To provide a forum to discuss IDEA topics and principles, and how they're applied internally (e.g. language and terminology, data collection processes).
- To sense-check and analyse the organisation's IDEA policies, practices and impact.
- To lead on regularly publishing our IDEA progress externally, championing approaches which role model to funded partners and stakeholders.
- To review and influence the organisation's EDI Action Plan.
- To make recommendations to the Senior Leadership Team where improvements need to be made.
- To reinforce organisational learning and development by capturing training opportunities, networks and resources brought forward by the group.
- To be an inclusive space involving all Youth Music staff.

## Key Activities for 2023-24

The key activities for this financial year:

- To establish and maintain an IDEA page on the Youth Music website which hosts key IDEA policies, reports and resources that reflect organisational progress.
- To review organisational EO (Equal Opportunities) data to discuss trends and anomalies, and make recommendations to SLT where needed.
- To provide an action-orientated forum for safe discussion and challenge, for all members of staff.
- To develop the 'IDEA Generators' - external advisors with specific lived experience and/or expertise underrepresented at Youth Music. Invited to attend meetings of the IDEA Working Group where relevant to the agenda.

## Governance and Membership

- IDEA Working Group is a working group of Youth Music.
- Its membership comprises of all Youth Music staff. Youth Music staff do not have to become a member; all staff are considered de-facto members. All staff are encouraged to attend and participate in bi-monthly IDEA Working Group meetings.
- The IDEA Working Group will be run by a Chair and Co-Chair.
  - Chair – To co-ordinate regular meetings, determine agendas, chair meetings, record decisions, take the group's recommendations to the Senior Leadership Team and be the main point of contact for the wider team.
  - Co-Chair – To support in administration of meetings, record and distribute meeting minutes and chair meetings in absence of the Chair. The co-chair participates equally in the discussions and decisions of the IDEA Working Group.
- The Chair and Co-Chair commits to serving for two financial years. The next review will take place in April 2024.
- 'IDEA Generators' are external advisors with specific lived experience and/or expertise underrepresented at Youth Music. They join the discussion with Youth Music on IDEA-related topics and provide insight as being of the community that they identify with and/or from the area of expertise relevant to them. IDEA Generators are invited and paid to attend meetings of the IDEA Working Group where relevant to the agenda.